

School District Position Description

Position Title: **Custodian**
Department: Facilities
Reports to: Head Custodian, Principal

SUMMARY: Keeps the district's school buildings and grounds in such a state of operating excellence that they present no problems or interruptions to the educational program or events.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Assists in maintaining seasonal grounds work (snow, lawn).
- Cleans and preserves designated spaces, equipment etc. in the building.
- Restocks disposable items and provides head custodian with inventory usage and data.
- Assists visiting public utilizing the facilities with directions within the building or in obtaining and setting up needed equipment and or material.
- Maintains building security by closing the building each school day and after events.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and / or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies. Able to be fingerprinted for background search in accordance to school policy. Must successfully complete a pre-employment physical and drug screening. Must maintain a valid driver's license.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must

squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and / or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and / or move up to 90 lbs such as salt and bulk furniture. The employee will sometimes push / pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.